

**Kern Community College District
Administrative Procedure
Chapter 7 – Human Resources**

AP 7345 Catastrophic Leave Program

References:

Education Code Section 87045

NOTE: This procedure is legally advised.

The District has established catastrophic leave programs for faculty and classified employees per applicable collective bargaining agreements. These programs are available to permit employees of the District to donate eligible leave credits to an employee when that employee or a member of his/her/their family suffers from a catastrophic illness or injury.

The District has established a catastrophic leave program for confidential and management employees. This program is available to permit employees of the District to donate eligible leave credits to an employee when that employee or a member of his/her/their family suffers from a catastrophic illness or injury.

For the purposes of this procedure, the following terms are defined as follows:

- "Catastrophic illness" or "injury" means an illness or injury that is expected to incapacitate the employee for an extended period of time, or that incapacitates a member of the employee's family requiring the employee to take time off from work for an extended period of time to care for that family member and taking extended time off work creates a financial hardship for the employee because he/she/they has exhausted all of his/her/their sick leave and other paid time off.
- "Eligible leave credits" means vacation leave and sick leave accrued to the donating employee.

Also see the collective bargaining agreements for applicable employee group(s).